Overtime & Night Differential Calculator & Certification Form										Activity 0.50 Katrina Admin: AZ 1.00 Katrina Field Ops.: B5			
Employee Name (Last, First):				Pay Period Ending Date:								1	Rita Oil & Haz. Mat : C3
Site/Project Name:				Hurricane Harvey Response						1	<u> </u>		S. S. Fazi Mat. 00
DAY	DATE 09/16/17	START	END	LUNCH	WORK PERIOD	DINNER PERIOD	REGULAR HOURS	LEAVE	NIGHT DIFFERENTIAL APPROVED IN ADVANCE OF THE ADMINISTRATIVE WORK WEEK		NIGHT DIFFERENTIAL		Rita Field Ops.: C5
MON TUE WED THU FRI SAT	09/17/17 09/18/17 09/19/17 09/20/17 09/21/17 09/22/17 09/23/17			0.50 0.50 0.50 0.50 0.50 0.50			8.00 8.00 8.00 8.00 8.00			0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	(0.25 0.50 0.75 1.00
MON TUE WED THU FRI SAT	09/24/17 09/25/17 09/26/17 09/27/17 09/28/17 09/29/17			0.50 0.50 0.50 0.50 0.50		TOTALS:	8.00 8.00 8.00 8.00 8.00			0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	Leave (0.25 0.50 0.75 1.00
I certify that the hours posted are accurate for the work performed. I certify that the statements I have made on this form and all attachments thereto are true, accurate, and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. Employee Signature Employee Signature Employee Supervisor Signature.						6:00 AM	6:00 PM	Leave 0.25 0.50 0.75 1.00 1.25 1.50 1.75 2.00 2.25 2.50 2.75 3.00 3.25 3.50 4.25 4.50 4.75 5.00 5.25 5.50 5.75 6.00 6.25 6.50 6.75 7.00 7.25 7.50 7.75 8.00		ND Yes No			1.25 1.50 1.75 2.25 2.50 2.75 3.00 3.25 3.50 3.75 4.00 4.25 4.50 4.75 5.00 5.25 5.50 5.75 6.00 6.25 6.50 6.75 7.00 7.25 7.50 7.75 3.00
Routing: * First Monday following end of pay period, employee signs and sends OT certification spreadsheet to time approving supervisor.									Date				
* Time approving supervisor sign/approves OT certification spreadsheet and sends copy to employee and Time Keeper.													
* Employee emails pdf copy of approved OT certification spreadsheet to R6HarveyFSC@epa.gov within 5 business days.													

FAN Allocation Time Converter									
Hours									
Worked in									
Quarter	FAN %	Hours		PeoplePlus					
Increments	Allocation	Allocated	Time	Entry					
4.75	60%	2.854166667	2:51	2.75					
	30%	1.427083333	1:25	1.5					
	10%	0.479166667	0:28	0.5					
Total	100%	4.760416667	4:45	4.75					